

**STUDENT PAPER TYPING INSTRUCTIONS**  
(title)

by  
Student Name/s

Prepared for

Name/s

Management (course number)

Course Name

University of North Florida

Date

## General Typing Instructions

### Paper

Use standard-size paper (8½ x 11 inches)

### Copies

Always make a copy of your paper. Do not turn in a paper printed on continuous feed paper or one printed in less than letter quality.

### Folder

**Do not use folders.** Staple the final copy in the left corner.

### Double-Spacing

Double-space between all lines of the manuscript except indented quotes and center main headings. Single space between indented quotes and triple space before and after each center main heading.

### Margins

The Margins used in your text and attachments should be ½ inch at the top and 1 inch at the bottom, left and right. You may vary the bottom margin to insure that you do not leave either a widow or an orphan.

### Type

Use 12 point type.

### Paragraph

Indent five spaces for the first line of every paragraph. The only exception to this is in the case of block quotations, headings, and entries in the reference list. **Never use a one-sentence paragraph.**

## **Separate Pages**

Always start a new page for these items:

Title page

Scope and Limitations (where applicable)

Table of Contents (where needed)

Body of Paper

References

Annotated Bibliography

Explanatory Footnotes (if applicable)

Appendices

## **Page Numbers**

**Title page.** No number is typed on this page but it is assumed to be page number (i).

**Blank sheet.** No number is typed on this page but it is assumed to be page number (ii).

**Scope and Limitations.** If used, the page is number (iii). It is typed at the bottom, center.

**Table of Contents.** This page number is (iv) typed at the bottom, center. If continued on a second page, the next succeeding small roman numeral is used. If the Scope and Limitations is omitted, the page number would be (iii).

**Body of Paper.** All page numbers are typed in Arabic numerals. Page numbers are to be placed in the top, right margin.

## **Headings**

Headings indicate the organization of a paper and establish the importance of each topic. Topics of equal importance are positioned consistently in the paper. A centered main heading is used to separate and identify the primary topic areas of the paper. Flush side headings and indented paragraph headings are only used when you wish to break the previous heading into two

or more distinct topic areas. See the following example for positioning and punctuation of headings: **Bold all Headings.**

### A Centered Main Heading

#### A Flush Side Heading

(5) An indented paragraph heading. Begin paragraph here.

#### Listing Within a Paragraph

When you want to list items within a paragraph or sentence use lower case letters in parentheses as follows: (a) . . . , (b) . . . , (c) . . . .

#### Listing of Paragraphs

When you want to list paragraphs, such as itemized conclusions or successive steps in a procedure, number each paragraph or sentence with an Arabic numeral followed by a period as follows:

1. Begin with paragraph indentation. Type second and succeeding lines flush with the left margin.
2. Etc. . . .

#### Spacing with Punctuation

Space after punctuation as follows:

- one space after commas and semi-colons.
- two spaces after colons, except in ratios.
- two spaces after periods ending sentences or parts of a reference citation.
- one space after periods used in initials of a personal name, and
- no space after internal periods in abbreviations (i.e., a.m., U.S.).

### **Numbers Used in Body of Paper**

Numbers one through nine used in sentences should be spelled out. Numbers 10 and greater should be typed as numerals.

### **Percent**

Spell out the word “percent.” Do not use the symbol (%) unless used in tables or formulas, etc.

### **Abbreviations**

Do not abbreviate except for those formally accepted abbreviations such as Mr., Mrs., U.S., etc. Another exception is when you have an identifying name such as the U.S. Food and Drug Administration, or a topic subject such as job satisfaction. You may abbreviate these if they are to be used throughout the paper by the following method: The U.S. Food and Drug Administration (FDA); or job satisfaction (JS), after the first time the term is used in a sentence.

### **Contractions**

Do not use contractions. Spell all words.

### **Hyphenating Words**

When breaking a word because it will not fit on the line--only break where syllables allow it--consult dictionary for proper break points.

### **Quotations**

Quotations are used to support or amplify the content of your paper. Basically there are two types of quotations used in papers: short quotations of fewer than four typewritten lines, and longer block quotations.

Short quotations are typed within the sentence or paragraph and set in double quotation marks (“”). Longer quotations are set off in block format, indented 10 spaces from the left margin and approximately one inch from the right margin; no quotation marks are used.

If the material you are quoting is already set in quotation marks, set it in a single quotation mark (‘).

**Permissible changes from the original quotation.** The first letter of the word in a quotation may be changed to a capital or small letter. The punctuation mark at the end of a quotation may be changed to fit the position of the quotation within your sentence or paragraph. Other changes may be made with caution. Do not change any part of the quotation which may alter the context of the original material.

**Omitted material from the quotation.** Three ellipses points (. . .) may be used to indicate parts of the quote which are omitted (for brevity, etc.) and four ellipses points (. . . .) are used to indicate any omission between two adjoining sentences with the quoted material.

**Inserted material.** Brackets ([ ]) are used to enclose additions to the quoted material to enhance the reader’s understanding and/or for sentence flow.

**Citation of the source of the quotation.** All quotations must be cited (referenced). The reference must include the author’s last name, year, and page number.

### **Quotation Examples**

The following examples show the general rules for quotations.

1. Example of a short quotation with an addition:

Money is often used as the primary motivator for employees, however, McClelland (1967) states, “money is only one [tool] among many for managing motivation” (p. 21).

2. Example of a long quotation using block format:

Although money is very important to many and serves as their motivator, managers must not neglect other possible motivators.

Incentive plans will continue to play an important role in the overall management framework. But the effective manager will also need to diagnose the needs of his staff, the motivational requirements of their jobs, his own motives, and the climate of the present organizational setup. (McClelland, 1967, p. 21)

## References

In place of the footnotes used in other writing styles, a reference citation is to be used. A reference citation uses the author-date method. This type of citation is easier to use in writing your rough draft and easier to use in typing the final manuscript. This form of citation aids the reader in identifying your sources. **A citation must be given for any material you use in your paper that is not your own thoughts, words, or expressions. Concepts, theories, quotations, etc., must have a reference (citation).**

There are three ways to incorporate citations throughout your paper.

1. The author(s) can be used within the context of your sentence with the year cited in parentheses. **Use only the author's last name(s).**

Example: Jones and Smith (1981) agree that. . . .

2. The author(s) name and year can be set in parentheses after the material used.

Example: It is agreed that . . . (Jones & Smith, 1981).

3. When there are more than two authors of a source the expression "et al." is used after all of the authors have been listed in the regular formats (Examples 1 and 2).

Example: In a follow-up article, Jones, Smith, and Williams (1982) studied. . . . This example is of the first mention of the source. Any following citations of the same source can be done as follows:

Example: Jones et al. (1982) confirmed the findings of the original study.

## **Reference List**

The reference list is placed at the end of your paper. Only include those sources which you cited within the text of your paper. Do not include personal interviews in the reference list. The references are placed in alphabetical order and only listed once.

The format used is author's last name, initials, title, and publication facts. See reference examples for more detail.

Capitalize only the first letter of the first word in titles of books, chapters, articles, etc. Double space between all entries. Under Reference List, indent ½ inch if second line is needed.

### **Reference Examples**

#### *Book- No Author*

Psychology and you. New York: Macmillan, 1973.

#### *Book- One Author*

Shaw, M.E. Group dynamics: The psychology of small group behavior (3rd ed.). New York: McGraw-Hill, 1981.

#### *Book- Two Authors*

Trewatha, R.L. & Newport, M.G. Management: Functions and behavior (Rev. ed.). Dallas, TX: Business Publications, Inc., 1979.

#### *Book- Editor(s) Instead Of Authors*

Hackman, J.R., Lawler, E.E., III, & Porter, L.W. (Eds.) Perspectives on behavior in organizations (2nd ed.). New York: McGraw-Hill, 1983.

#### *Journal Article- Two Authors*

Oldham, G.R., & Hackman, J.R. Relationships between organizational structure and employee reactions: Comparing alternative frameworks. Administrative Science Quarterly, 1981, 26, 66-83.

Article In An Edited Book

Herzberg, F. One more time: How do you motivate employees? In Hackman, J.R., Lawler, E.E., III, & Porter, L.W. Perspectives on behavior in organizations. New York: McGraw-Hill, 1983.

Magazine Article- No Author

A royal welcome. Time, April 4, 1983, p. 47.

Magazine Article- One Author

Talbott, S. The risks of taking up shields. Time, April 4, 1983, pp. 20-21.

Government Publication

Maritime standards and interpretations U.S. Department of Labor Publication no. 2087. Washington, D.C.: U.S. Government Printing Office, 1972.

Unpublished Dissertation

Alexander, E.R. The effects of various types of communication of the reduction of cognitive conflict. Unpublished doctoral dissertation, University of Georgia, 1977.

Internet Publication

Author (if known or home page originator). Title of document. Exact web address, date (d/m/y).

**Annotated Bibliography**

List all sources found even if you did not use them directly in your paper. List by author, alphabetically. After author's name double space and list title and date of publication, then in single spaced type, provide a one-paragraph synopsis of the publication's primary subject

**Appendix (Appendices)**

Appendices are always lettered (Appendix A, Appendix B, etc.) and they are used for supporting data, tables and other materials inappropriate for the body of the paper.

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These methods have been adopted from the Publication Manual of the American Psychological Association.